

MEMORANDUM FOR: Chief, Control Division

SUBJECT : Annual Activity Report for Fiscal Year 1969 -- Qualifications
Analysis Branch

Activities of the Qualifications Analysis Branch for Fiscal Year 1969 are outlined below.

A. The major functions of the Qualifications Analysis Branch are:

1. The preparation of biographic profiles on Agency employees and the classification and coding of applicants' and employees' qualifications which are used for screening personnel records. The two systems were designed to assist career service panels and operating officials in selecting the best-qualified candidates to meet Agency staffing requirements.

2. In connection with the above, four major operations must be carried on in the Branch.

a. The Biographic Profile function requires:

(1) Preparation of Biographic Profile, Form No. 1200, for each Agency employee.

(2) Preparation and Updating of the Blue Book - "Principal Officials of CIA" for the Director of Central Intelligence.

(3) Preparation of sterile biographic summaries, other than (1) and (2) above, for use outside the Agency.

(4) Furnishing of initial, updated, and "As Is" copies of Biographic Profiles to operating components in answer to specific requests.

b. The Qualifications Classification Coding System requires:

(1) The preparation of employee records (background data; formal education; experience, including on-the-job training and specialized skills and knowledge) in coded form for incorporation in the RCA-501 and retrieval of the information to meet current and emergency staffing requirements by providing machine listings of qualified candidates.

(2) Classification and coding of applicant qualifications for incorporation in mechanical records.

(3) Planning attacks on the mechanical file to locate qualified individuals (those possessing specific skills, knowledge and experience) to meet current requirements for staffing Agency positions and/or fill emergency manpower requests.

(4) Coding of Forms 444c, Language Data Record.

(5) Coding of Forms 444j, Qualifications Supplement to the Personal History Statement.

(6) Coding of Forms 444n, Qualifications Update.

c. Preparation of Special Manpower Studies concerning employees and applicants.

d. Reproduction of Biographic Profiles, Personal History Statements, and various other documents.

B. Organization of the Qualifications Analysis Branch and personnel activity during the fiscal year.

1. Personnel on duty with QAB at the close of the fiscal year include:

25X9A2	Personnel Officer (Branch Chief)	GS-14
	Qualifications Analyst (Assistant Branch Chief)	GS-12
	Salary and Wage Officer (EOD QAB 25 Jun 69 as Quals Coder)	GS-13
	Qualifications Analyst	GS-10
	Qualifications Analyst	GS-09
	Qualifications Analyst	GS-08
	Qualifications Analyst	GS-07
	Qualifications Analyst	GS-06
	Personnel Clerks	GS-05
	Personnel Clerk	GS-04
	Clerk (Secretary to C/QAB)	GS-03
	Qualifications Coders (Contract Employees) (Includes 1 whose contract expired COB 30 June 1969)	
	Personnel Clerk (Contract Employee)	
	Summer Only Employee	GS-02

2. During FY 1969 personnel actions were effected as follows:

25X1A9a a. Mr. [REDACTED] (Clerk, GS-03) entered on duty with QAB on 22 July 1968 to replace Mr. [REDACTED] (Clerk, GS-03, Summer Only employee), who had served as interim xerox operator for the Branch following the reassignment of Mr. [REDACTED] to NPIC in June 1968. 25X1A9a

25X1A9a Mr. [REDACTED] remained with the Branch, assisting with special projects, until 29 July 1968 when he resigned to visit his parents overseas prior to returning to college in September. 25X1A9a

25X1A9a b. Miss [REDACTED] (Clerk Steno, GS-04) entered on duty with QAB 29 July 1968 as Secretary to C/QAB, replacing Miss [REDACTED] (Clerk Typist, GS-05) who was reassigned cob 2 August 1968 to FE/Personnel. 25X1A9a

25X1A9a Miss [REDACTED] left QAB cob 20 September for an assignment with the UGF Group in Headquarters.

- 25X1A9a c. The employment contract of Mrs. [REDACTED] (Contract Employee, Personnel Clerk) was terminated effective cob 31 July 1968. 25X1A9a
Mrs. [REDACTED] (Contract Employee, Personnel Clerk) entered on duty with QAB 7 August 1968 to replace Mrs. [REDACTED]. 25X1A9a
- 25X1A9a d. Miss [REDACTED] (Clerk Typist, GS-03) was reassigned from IAS to QAB 3 September 1968 to replace Miss [REDACTED] as Secretary to C/QAB. Miss [REDACTED] left QAB cob 21 March 1969 to accept a position in DCI/Registry. 25X1A9a
- 25X1A9a e. Miss [REDACTED] (Clerk, GS-02, Summer Only employee) resigned cob 6 September 1968 to enter Military Service (WAAC) and study nursing under an Army scholarship.
- 25X1A9a f. Mr. [REDACTED] left QAB cob 11 September 1968 and resigned from the Agency effective cob 27 September 1968 to enter college (University of Virginia).
- 25X1A9a g. Messrs. [REDACTED] (Contract Employees, Qualifications Coders) were detailed to Headquarters 9 October-2 December 1968 to assist on a special project involving the coding of contract personnel.
- 25X1A9a h. Mrs. [REDACTED] (Records Clerk, GS-03) was detailed from OP/PD/CorrSec to QAB on 1 November 1968 to serve as Xerox Operator. Effective 16 January 1969 she was reassigned to QAB as a Personnel Clerk, GS-03, and continued her duties as Xerox Operator.
- i. Three employees were detailed to QAB in January 1969 to assist in the coding clerical backlog:
- 25X1A9a [REDACTED] GS-04, Clerk Steno, IAS, 1 day
[REDACTED] GS-04, Clerk, IAS, 1 day
[REDACTED] GS-04, Clerk Typist, HMAB, 5 days
- 25X1A9a j. Miss [REDACTED] (Pers Processing Asst, GS-06, was reassigned from OP/PD (detailed to Contract Personnel Coding Group) to QAB on 3 March 1969 as a Qualifications Analyst.
- 25X1A9a k. Miss [REDACTED] (Clerk, GS-03) entered on duty with QAB on 17 March 1969 to replace Miss [REDACTED] as Secretary to C/QAB. 25X1A9a
- 25X1A9a l. Mr. [REDACTED], a DDP Operations Officer, was detailed by CSPS to QAB in April 1969 for training in qualifications coding, at the end of which time he returned to CSPS as supervisor of a group who are coding Clandestine Service work experience.
- 25X1A9a m. Mr. [REDACTED] (Clerk Typist, GS-02) entered on duty with QAB 13 June 1969 as a Summer Only employee. Mr. [REDACTED] is assigned to clerical support duties having to do with the coding project. 25X1A9a

25X1A9a n. Mr. [REDACTED] (Salary and Wage Officer, GS-13) entered on duty with QAB 25 June 1969 as a Qualifications Coder.

o. The employment contract of Mr. [REDACTED] (Qualifications Coder) was terminated effective cob 30 June 1969. 25X1A9a

p. Employment contracts for other Qualifications Coders were extended as follows:

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Mr. [REDACTED] through 9 January 1970
Mr. [REDACTED] through 11 February 1970
Mr. [REDACTED] through 30 May 1970
Mr. [REDACTED] through 11 July 1970

q. Promotions were approved as follows:

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Mrs. [REDACTED] was promoted from GS-04 to GS-05
effective 1968
Miss [REDACTED] was promoted from GS-03 to GS-04
effective [REDACTED]
Mrs. [REDACTED] promoted from GS-08 to GS-09
effective [REDACTED]
Mrs. [REDACTED] promoted from GS-03 to GS-04
effective 4 May 1969

C. Statistical Summary of Qualifications Coding, Biographic Profile Production, and Xerox Reproduction for Fiscal Year 1969.

1. Coding

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[REDACTED] Applicant files coded under the Qualifications Classification Coding Project
Employee files coded under the Qualifications Classification Coding Project. (New EOD's, Re-EOD's, and some cases reviewed to make additions, deletions, or changes in earlier coding.)
Forms 444j, Qualifications Supplement to the Personal History Statement, coded
Forms 444n, Qualifications Update, coded
Language Data Forms (Forms 444c, 1273, disclaim memos, etc.) coded and posted to the language roster.

2. Biographic Profiles

[REDACTED] Initial Bio Profiles (Fm 1200) prepared per special request
Initial Bio Profiles (Fm 1200) prepared in connection with the Coding Project
Total Initial Bio Profiles (Fm 1200) prepared

Bio Pro Profiles (Fm 1200) updated per special request
Bio Profiles (Fm 1200) updated in connection with the coding project
Total Bio Profiles (Fm 1200) updated

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[REDACTED] Narrative Bio Profiles prepared in connection with the Director's book, "Principal Officials of CIA."
[REDACTED] Narrative Bio Profiles updated in connection with the Director's book, "Principal Officials of CIA."
[REDACTED] Total Narrative Bio Profiles prepared or updated
[REDACTED] Bio Profiles (Fm 1200) furnished to requestors on an "As Is" basis
[REDACTED] Total Bio Profiles (Fm 1200 and Narrative) prepared
[REDACTED] Total Bio Profiles (Fm 1200 and Narrative) updated
[REDACTED] Total Bio Profiles (Fm 1200 and Narrative) furnished on an "As Is" basis
[REDACTED] Total Bio Profiles (Fm 1200 and Narrative) prepared, updated, or furnished "As Is"

3. Xerox Reproduction

129,035 sheets - Initial, updated or "As Is" Bio Profiles
82 sheets - Personal History Statements reproduced
130,664 sheets - Miscellaneous material reproduced in response to 3,246 external (Outside QAB) requests
13,555 sheets - Reproduced for QAB use
273,336 Total sheets reproduced

D. Special Projects completed and highlights of Fiscal Year 1969.

1. In accordance with the request of the Director of Personnel, the book "Principal Officials of CIA," was updated and made ready for final printing, should the book be requested by the Director at the time the Deputy Director of Central Intelligence entered on duty in March 1969. This involved the initial preparation of 48 and the updating of 28 narrative profiles.

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2. With the removal of at least one Xerox machine and other reproduction machines from [REDACTED] the number of external requests to QAB for Xerox reproduction services increased to such an extent that the Xerox 720 Copier being used in the Branch was not sufficient to meet the demand. Accordingly, a Xerox 2400 was justified and the new machine was installed in QAB on 30 December 1968. A total of 273,336 sheets were reproduced by Xerox by QAB during FY 69, 130,664 sheets of which were material reproduced in response to 3,246 external (outside QAB) requests. With the present Xerox 2400 QAB is better able to meet the demand for Xerox reproduction, copies are better, and saving has resulted in less time being wasted by the operator in making minor repairs or in allowing the machine to stand idle while awaiting the arrival of a Xerox repairman.

3. Biographic Profiles (Form 1200) covering all Agency GS-18, SPS, and EP employees were updated in answer to the request of the Director of Personnel.

4. Discussion groups were held within QAB in January 1969, and summaries were completed in connection with the "A Look at Ourselves" project.

5. One xerox copy of each Biographic Profile (Form 1200), Part 1 only, was made and sent to Vital Materials in accordance with the following schedule:

July 1968	- T, U, V	January 1969	- H, I, J
August	- W, X, Y, Z	February	- K, L
September	- A, B	March	- M
October	- C	April	- N, O, P
November	- D, E	May	- Q, R
December	- F, G	June	- S

As current profiles are received in Vital Materials each month, those profiles which are obsolete are destroyed.

25X1A6d 6. The Records Management Officer, Office of Personnel, moved from Headquarters to the [REDACTED] in July 1968 and occupies Room 302, adjacent to the QAB area. A door was cut between Rooms 301 and 302 for more convenient access and for better security practices.

25X1A9a 7. Two of the QAB contract employees, Qualifications Coders, Messrs. [REDACTED] were detailed to Headquarters from 9 October to 2 December 1968 to work on a special task force set up to code contract personnel for incorporation in the Agency's Qualifications Inventory.

8. Training received by QAB personnel during FY 1969 included:

25X1A9a a. [REDACTED] (Secretary to C/QAB) attended the four-week typing refresher training course during June and now meets the Agency's qualifications for a typist.

b. C/QAB attended a Personnel Conference at the Sheraton Park Hotel on 5 and 6 June 1969.

c. C/QAB attended a training course at [REDACTED] 14-18 April 1969. 25X1A6a

25X1A9a d. [REDACTED] attended the Xerox training course offered by Xerox Corporation on 26 July.

9. These individuals or groups were briefed concerning the functions and accomplishments of QAB:

a. On 13 February a group of SIPS employees visited the Branch and were briefed by DC/QAB re the Qualifications Coding System, how it works, examples, rosters, etc. Emphasis was placed on the retrieval aspects of the system.

b. In March 1969 C/QAB briefed two Agency employees assigned to the Office of the DD/S.

c. On 15 January some employees of the Status Section (CD/TRB) were given a briefing and tour of QAB.

10. Files of new EOD's are coded and biographic profiles are prepared on a monthly basis, and QAB's master files of code sheets and biographic profiles are kept current based on the monthly appointments and separations rosters.

E. Major Problems Encountered and Resolved

1. The decision was made to add Clandestine Service Agency experience to the Agency Qualifications System. QAB and CSPS jointly developed a code structure for recording all Agency experience of "D" personnel (including all operational experience).

2. On 12 May 1969 the actual coding of CS experience was begun by a Task Force of Clandestine Service employees organized by Mr. [REDACTED] Deputy Chief, CSPS.

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3. In June the first coded data on CS experience was put in the computer.

4. The CS Task Force will complete the initial coding of all CS experience in about six months. QAB will then maintain the CS experience on a current basis.

F. Accomplishments Projected for Fiscal Year 1970.

1. It is expected that the backlog of uncoded Forms 444n, Qualifications Update, will be reduced and qualifications coding will be on a current basis.

2. A total review of the system for the return of Form 444n to reduce delinquencies.

3. Coordinate with the Offices of Computer Services and Training on the actions required for the production of a computer-produced Biographic Profile.

4. Action will be taken to get more use out of the Qualifications Inventory, especially DD/P work experience.

G. Attached is a list of responses to requests for qualifications searches for employees and applicants and for other information.

[REDACTED]

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Chief, Qualifications Analysis Branch